TECHNICAL PROGRESS REPORT
EPA Contract No. EP-C-15-022

Work Assignment No. 4-96

Support for Region 8 Underground Injection Control Dewey-Burdock Permitting Actions

September 1 – September 28, 2019

Contracting Officer's Representative (COR):	**Bruce Suchomel**
Cadmus Project Leader:	**Mary Ellen Tuccillo**
Effective Date:	**July 1, 2019**
Completion Date:	**June 30, 2020**

Summary of Activities for Current Month:

Task 0: Work Plan, QA Documents, and Monthly Progress Reports

- Cadmus performed routine work assignment management tasks including preparing the monthly progress report, coordinating with the WACOR, processing travel paperwork as needed, and tracking budget expenditures.

Task 1: Conceptual Site Model and Groundwater Geochemical Model

- Cadmus worked to make final revisions and consistency checks among the Task 1 deliverables (1.2, 1.3, 1.5, 1.6, and 1.7).
- On September 17, 2109, Cadmus submitted final versions of the deliverables for Tasks 12, 1.3, 1.5, 1.6, and 1.7 to EPA in Word and PDF form.

Task 2: Administrative Support with Tribal Consultation Tasks

- On September 9, 2019, Cadmus forwarded to EPA a request from a tribal representative to be added to the tribal contacts list.

Task 3: Development of the Response-to-Comments Document for the Region 8 UIC Permitting Actions at the Dewey-Burdock Uranium In-Situ Recovery Site

- Cadmus began reviewing the Class III and Class V permit factsheets in anticipation of upcoming work to develop responses to public comments.
- Cadmus continued to review public comments on the Dewey-Burdock UIC permits in anticipation of updating the comments framework document.

Quality Assurance Activities and Issues:

- None.

Programmatic Requirement:

Secondary Data: Cadmus will develop products based on the best available information sources, or on such sources as directed to use by the WACOR.

- In finalizing the CSM criteria document, CSM criteria background support document, geochemical modeling criteria, geochemical modeling support document, and checklist of acceptance criteria for Task 1, Cadmus ensured that technical information was supported by the best available and most relevant sources (e.g., peer-reviewed journal articles, government reports, permit materials).

Technical Documents: Cadmus will develop guidance and other technical documents that communicate engineering, scientific, and related concepts clearly and accurately, and that are appropriately phrased for the target audience.

- Cadmus ensured that information in CSM criteria document, CSM criteria background support document, geochemical modeling criteria, geochemical modeling support document, and checklist of acceptance criteria clearly communicates the nature of each document and its relevance for the project. Cadmus ensured that information was supported by appropriate sources and that technical information was conveyed accurately.

Cost Control Requirement:

The Cadmus Project Manager will monitor project status and will provide monthly progress reports indicating the level of budget utilized and estimating the budget needs for the upcoming reporting period. Cadmus will identify the QA measures undertaken in each reporting period through the monthly progress reports. Cadmus will maintain close communication with the WACOR regarding project and budget status and will notify the WACOR immediately in cases where issues impacting project cost are identified. As needed, Cadmus will work with the WACOR to develop a risk management strategy to identify and address any specific project element(s) that adversely impact the proposed work plan. This strategy will identify the risks associated with failure to resolve the issue(s). Cadmus will work with the WACOR to assess and prioritize any remaining tasks and develop an analysis of alternative solutions.

- The Cadmus Project Manager reviewed the status of the funds. No concerns were identified.

Schedule Requirement:

Cadmus will provide services and submit deliverables in accordance with approved work assignment milestones and deliverable schedules. The Cadmus Project Manager will notify the WACOR immediately if, at any time, it determines that the schedule will not be met for any reason.

- Please see Project Schedule/Milestones for planned and actual completion dates.

Document Development Requirement:

Cadmus will provide documents that are technically and factually accurate and suited to the intended audience.

- Cadmus ensured that the Task 1 deliverables (annotated bibliographies, CSM criteria, CSM criteria background support document that explains the rationale behind the CSM criteria document, the geochemical model criteria, geochemical model criteria background document, and acceptance criteria document) were based on appropriate resources, present information accurately, and are geared towards both general and technical audiences that might read these documents.

Problems Encountered and Risk Management Strategies Implemented:

- None.

Anticipated Activities for Next Reporting Period:

Task 0: Work Plan, QA Documents, and Monthly Progress Reports

- Cadmus will perform routine work assignment management tasks including preparing the monthly progress report, coordinating with the WACOR, processing travel paperwork as needed, and tracking budget expenditures.

Task 1: Conceptual Site Model and Groundwater Geochemical Model

- None.

Task 2: Administrative Support with Tribal Consultation Tasks

- Cadmus will continue to forward to EPA any email communications from tribes in response to the consultation letters and will also log such communications in the Excel tracking sheet.

Task 3: Development of the Response-to-Comments Document for the Region 8 UIC Permitting Actions at the Dewey-Burdock Uranium In-Situ Recovery Site

- Cadmus will continue developing public comment summaries, incorporating EPA's feedback on the two example summaries.
- Cadmus will begin identifying potential text for development of comment responses using existing documents (permit fact sheets, environmental justice analysis, etc.) provided by EPA.

Problems Encountered and Risk Management Strategies Implemented:

- None.

Project Schedule/Milestones:

No.	Tasks	Planned Completion Date	Actual Completion Date
Task 0: Work Plan, QA Documents, and Monthly Progress Reports			
0.1	Work plan and budget	According to contract	July 19, 2019
	Revised work plan and budget		
0.2	Monthly progress and financial reports	Monthly	
Task 1: Conceptual Site Model and Groundwater Geochemical Model			
	Conference call/web conference to discuss progress.	Approximately 5 business days after start of WA.	Completed
1.1	Annotated bibliography for the conceptual site model in searchable Adobe Acrobat format.	20 business days after approval of SPQAPP.	Completed
1.2	The criteria document for the conceptual site model in word-searchable Adobe Acrobat format from which text may be copied and pasted.	Within 20 business days after receiving comments from the EPA on Subtask 1.6 and 1.7 documents.	September 17, 2019
1.3	Background document for the conceptual site model criteria in word-searchable Adobe Acrobat format and Microsoft Word format.	Within 20 business days after receiving comments from the EPA on Subtask 1.6 and 1.7 documents.	September 17, 2019
	Final versions of deliverables 1.1, 1.2 and 1.3 addressing comments from the EPA.	Within 20 business days after receiving comments from the EPA on Subtask 1.6 and 1.7 documents.	

No.	Tasks	Planned Completion Date	Actual Completion Date
	Conference call/web conference to discuss progress.	Approximately business 40 days after approval of SPQAPP.	Completed
1.4	Annotated bibliography for the groundwater geochemical model in searchable Adobe Acrobat format.	45 business days after approval of SPQAPP.	Completed
1.5	The criteria document for the groundwater geochemical model in word-searchable Adobe Acrobat format from which text may be copied and pasted.	Within 20 business days after receiving comments from the EPA on Subtask 1.6 and 1.7 documents.	September 17, 2019
1.6	Background document for the groundwater geochemical model criteria in word-searchable Adobe Acrobat format and Microsoft Word format.	Within 20 business days after receiving comments from the EPA on Subtask 1.6 and 1.7 documents.	September 17, 2019
1.7	Acceptance criteria document for the groundwater geochemical model in word-searchable Adobe Acrobat format and Microsoft Word format.	Within 20 business days after receiving comments from the EPA on Subtask 1.6 and 1.7 documents.	September 17, 2019
	Final versions of deliverables 1.4, 1.5, 1.6 and 1.7 addressing comments from the EPA.	Within 20 business days after receiving comments from the EPA on Subtask 1.6 and 1.7 documents.	
Task 2: Administrative Support with Tribal Consultation Tasks			
2.1	The final tribal contact list containing contact information for each tribal leader, the tribal environmental director and THPO for each tribe on the mailing list provided by EPA.	Within 3 business days after receiving the tribal mailing list from the EPA.	Completed
2.2	A MS Word file of the tribal consultation letters ready for the EPA to print and route for signature.	Within 3 business days after finalizing the tribal contact list.	June 6, 2019
2.3	Email pdf files of the signed consultation letters and attachments (received from the EPA) to each tribal leader, courtesy copy the tribal environmental director and THPO and save each email as a pdf file.	Within 3 business days of receiving the pdf files of the signed consultation letters from the EPA.	July 25, 2019
2.4	Forward all emails from tribes to the EPA, save the emails as pdf files and make the pdf files available to the EPA.	Forward emails to the EPA within 1 business day of receiving the email from a tribe.	Ongoing

No.	Tasks	Planned Completion Date	Actual Completion Date
2.5	An ongoing list of communication with tribes including the information indicated in Subtask 2.5; make the list available to the EPA.	Update list within 1 business day of the communication event.	Ongoing
2.6	A list of tribes and designated tribal contact for each tribe interested in scheduling consultation meetings with the EPA, updated as needed; make the list available to the EPA.	Update list within 1 business day of receiving information from tribe.	Ongoing
2.7	Notification to the EPA of any questions or comments from a tribe the Contractor deems appropriate to refer to the EPA.	Within 1 business day of the referral.	Ongoing
2.8	Immediate notification to the EPA when a tribe schedules a consultation meeting.	The same day of hearing from the tribe, if possible.	Ongoing
2.9	An MS Word file of the final consultation letters ready for the EPA to print and route for signature.	Within 3 business days after receiving the tribal mailing list from the EPA.	
2.10	Email pdf files of the signed final consultation letters and attachments (received from the EPA) to each tribal leader, copy the tribal environmental director and THPO and save each email as a pdf file.	Within 3 business days of receiving the pdf files of the scanned signed letters from the EPA.	
2.11	Follow-up calls to tribes after emailing the final consultation letter.	Begin calls after 5 business days of emailing the final consultation letter, completing the task within 10 business days of emailing the final consultation letter.	
Task 3: Development of the Response-to-Comments Document for the Region 8 UIC Permitting Actions at the Dewey-Burdock Uranium In-Situ Recovery Site			
3.1	An MS Word document containing introductions to comment topics with areas flagged for the EPA where the responses to some comments or comment concepts were not addressed by the information provided in the draft documents.	Within 55 business days after receiving the documents listed under Subtask 3.1 from the EPA.	

No.	Tasks	Planned Completion Date	Actual Completion Date
3.2	Any QA documentation generated while tracking comments under the appropriate response section in the Response-to-Comments document, as applicable.	At the time deliverable 3.1 is submitted.	

Changes in Assigned Personnel:

- None.

Estimated Amounts to Be Invoiced Next Month:

LOE hours	60
Dollars	$5,400

The Cadmus Group, Inc.

Project Labor Summary

For the Period of: 9/1/2019 - 9/28/2019

EP-C-15-022

Project / Labor Category		Period Actual Hours	ITD Actual Hours
5870.0004.0096			
P1 PROFESSIONAL LEVEL			
002219	DURUSU, TANER A	7.2	7.2
002249	LAURENCE, GALEN G	0.5	14.6
002296	SUNG-CLARKE, SERENA W	0.1	1.6
002208	TAYLOR, ALEXANDER T	25.7	30.8
	Total Hours P1	33.5	54.2
P2 PROFESSIONAL LEVEL			
002301	HALL, ALYSSA B	0.3	0.4
002209	RESS, ERIN L	0.0	1.9
001656	WALTERS, MARTHA A	0.3	1.1
	Total Hours P2	0.6	3.4
P3 PROFESSIONAL LEVEL			
001986	FERRARO, COURTNEY M	0.0	2.1
001240	SOMOR, ANDREW J	0.5	0.5
	Total Hours P3	0.5	2.6
P4 PROFESSIONAL LEVEL			
000688	AGUIAR, SANDRA M	1.0	2.0
001137	BOYD, GLEN R	8.2	8.2
000888	COTE, DRUANNE P	0.0	14.0
000056	HERTZLER, PATRICIA C.	0.5	1.5
000511	LETKIEWICZ, FRANK	1.0	1.5
000107	RING, SHARI S.	41.0	62.5
000736	SKLENAR, KAREN S	11.5	11.5
000863	TUCCILLO, MARY ELLEN	65.0	100.5
	Total Hours P4	128.2	201.7
	Total Hours for 5870.0004.0096	162.8	261.9

The Cadmus Group, Inc.

Contract No.: EP-C-15-022; Option Year 4

For the Period of: 9/1/2019 - 9/28/2019

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Summary of Claimed Current and Cumulative Costs and Fee Earned

	CURRENT AMOUNT CLAIMED		CUMULATIVE AMOUNT CLAIMED		WORK ASSIGNMENT BUDGET		BALANCE REMAINING	
Major Cost Elements*	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
P1	33.5		54.2		397.0		342.8	
P2	0.6		3.4		108.0		104.6	
P3	0.5		2.6		26.0		23.4	
P4	128.2		201.7		269.0		67.3	
Total Direct Labor	162.8	17,697	261.9	27,650	800.0	60,821	538.1	33,171
COMPUTER COST CENTER	0.0	772	0.0	1,241	0.0	3,792	0.0	2,551
Total Cost	162.8	18,469	261.9	28,891	800.0	64,613	538.1	35,722
Fee @ 6.31 an hour		1,027		1,653		5,048		3,395
Total Amount**		19,496		30,544		69,661		39,117
Percentage Complete		28%		44%				
Hourly Rate				116.62		87.08		

Amount Obligated:	69,661
Amount Originally Invoiced:	30,544
Cumulative Amount Suspended:	0
Cumulative Amount Disallowed:	0
Cumulative Remaining Approved Amount:	39,117
Current Amount Unbilled:	0
Cumulative Amount Unbilled:	0
Funding:	69,661
Funding $ Remaining:	39,117
Funding % Remaining:	56%
Amount Paid:	11,048

* Each major cost element includes all applicable indirect costs.

** Because of rounding, figures may not add up precisely in some cases.

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